



TOWN OF GILBERT Annual PKID Meeting Minutes 07-11 Cassia Place

Date: Thursday, November 29, 2018, 6:00-6:45pm
Location: Public Works Assembly Room
PKID Staff: Rocky Brown, Joanne McLaughlin, Rick Acuna, Andrea Pedersen
Attendees: James & Sandy Gibides, Hertha Worden, Lawrence Brewer, Ryan & Jaclyn McClure, Nathan Matthew, Erin Horn, Carol Pudaus, Chris Mack

1. **Welcome** – Joanne McLaughlin welcomed everyone to the meeting.

- **Staff members were introduced:** Joanne McLaughlin, Management Support Analyst; Rocky Brown, Business Manager; Rick Acuna, Field Supervisor; and Andrea Pedersen, Landscape Architect. PKID contact information is provided at the end of the Minutes.
- **Residents/Property owners introduced themselves.**
- **Review of meeting process:** This is an opportunity to review the projected budget and project information, as well as discuss issues and suggestions from the property owners.
- **PKID Handouts:** Agenda, PKID Overview and Annual Process, Gilbert 311 information, and Budget Projections including project cost estimates, if applicable.

2. **Budget Projections/Assessment**

Current Assessment FY2018-19: \$ 71.15 Base plus current Project

FY 2019-20 Base Assessment \$ 47.77 Includes refund of \$16,440 as well as anticipated increases in electricity, water, staffing, and maintenance contract.

Project #1	\$115.54	Base plus all 5 Entryway Monuments
Phase 1	\$ 63.67	Base plus Raleigh Bay Sign only
Phase 2	\$ 77.23	Base plus Stanford – 2 Signs
Phase 3	\$ 77.23	Base plus Douglas – 2 Signs

The Base Assessment reflects the basic operating costs for the PKID, including staffing, landscape maintenance and supplies, architect services, water, electricity, postage, printing, advertising, etc. If a project comes in under budget or if there is an excess in the operating budget, by law we have to refund those monies.

There are some items that are going up in cost. Landscape Maintenance costs go up on a regular basis. Staffing costs have gone up over the past several years, with this year being the first year for possible staff merit increases. The cost of irrigation supplies and water have both increased. Architectural services, advertising, and printing are budgeted amounts that are only used if projects are voted to proceed to construction. Last year, there were three items on the Ballot. One was voted to proceed to the research and planning phase and two were voted down. The approved project will be presented tonight with cost estimates and will require a majority vote on the upcoming Ballot in order to go to construction.

Questions on Budget:

Last year a printout of the costs was provided. Why was it not provided this year? We only have a draft at this time because budgets have not been finalized. The budget needs to be finalized and presented to the Finance Department by February. Joanne has a draft with estimated costs. She is happy to answer any questions regarding the budget.

It was stated earlier that there were no staff increases, although there have been staff increases every year? Not on a per raise basis. If staff were added, then the expenditure would have increased.

There is a cost listed for ground improvements of \$45,000. Yes, that was in 2016-17 for a project.

A property owner stated she has struggled with the staff doing the landscape maintenance. The Landscape Maintenance is contracted for three years. The current contract will expire this spring and it will go out for bid through a public process that is advertised in the newspaper.

For the first 17 years, there were no staffing costs. Since the recession back in 2008, we started getting dinged by the irrigation people, which were part of staffing. The property owner calculated about \$200,000 a year for all eleven of the PKIDs. He asked what that \$200,000 is for.

Staff includes the Facilities Supervisor, two Irrigation Maintenance Technicians, Joanne is part-time, Rocky Brown is the Business Manager and a portion of his salary comes from the PKID staff costs.

What is the legality of that? Why after 17 years did we suddenly have staffing charges? He has researched PKIDs and the costs. He felt it costs more for the staff that are here tonight than for the maintenance people. Staff advised that there are administrative costs to manage the PKIDs.

Rocky Brown stated the direction from Town Council was to recoup the costs that were not being reimbursed. For 17 years, there were a lot of things on the administrative side that the PKIDs were not paying for. Town Council reviewed the staff time and resources being expended and made that decision. Last year we looked at outsourcing the management services, but that would have cost more than it does to have town staff handle the administrative side.

Joanne clarified that this is the first time that the town staff has been eligible for a raise. The projected staffing cost for 2018-19 is \$16,770, going up to \$17,130 for the next year. It is a few hundred dollars.

Rocky stated for the past eight years, Gilbert did not have merit increases. That was instituted last year so people could start getting the raises that were on hold for eight years during the economic downturn. The budget for staffing was anticipated on the high side, although not everyone will get a raise. If it comes in lower, there will be a refund.

The neighborhood was built in 1993. What year was it switched from an HOA to a PKID? Is that the reason for the staff costs? There was some confusion as to whether the neighborhood was ever a PKID. Rocky advised that it started out as an HOA for four years and then changed to a PKID.

Joanne offered to prepare a historical referencing on the PKID for the last 25 years. The group said no.

3. Improvements for FY2018-19

Current project update – Phase 2 Douglas Basin Renovation. Estimate \$52,829.63. Actual cost \$50,950. The project will start in the next three to four weeks and should take two to three weeks to complete, depending on the weather. New plant material, drip irrigation, and granite will be installed. All of the old plants will be removed, especially the leaning tree.

A property owner asked to make sure it is the right color granite. On Raleigh Bay, it is a different color than what was voted on. It should be the rose color rather than the white. Rick advised that it went from the existing granite at Park Village and flowed into that basin. The property owners can choose whatever color they like. He offered to bring out samples.

Another owner explained that a color was voted on, although what was put in was different. It was brought up at the last meeting and we were told it was a mistake. We do not want to pay to get samples again. It was already discussed and paid for to be one color. The new project should be done with the correct color that was chosen, which is the rose color.

- **Research Project #1 – Cost to Renovate 5 Monument Signs. Vote: YES-13 / NO-10.**

Option #1 - All five Monument Signs. The total project cost for all five signs is estimated at \$88,636.25. The cost per property owner would be \$813.18 or \$67.77 per month. That monthly project cost added to the Base Assessment (\$47.77) equals \$115.54 per month for each property owner. All new assessments would begin in July of 2019.

Phase 1 - Raleigh Bay Sign only. The total project cost is estimated at \$20,786.25. The cost per property owner will be \$190.70 or \$15.90 per month. That monthly project cost added to the Base Assessment (\$47.77) equals \$63.67 per month for each property owner.

Phase 2 – Stanford - Two Signs. The total project cost is estimated at \$38,525.00. The cost per property owner will be \$353.44 or \$29.46 per month. That monthly project cost added to the Base Assessment (\$47.77) equals \$77.23 per month for each property owner.

Phase 3 - Douglas - Two Signs. The total project cost is estimated at \$38,525.00. The cost per property owner will be \$353.44 or \$29.46 per month. That monthly project cost added to the Base Assessment (\$47.77) equals \$77.23 per month for each property owner.

Designs for the signs were reviewed. The first proposed design is a popular farmhouse style with a modern twist. Utilizing the current retaining walls, the arch would be removed from the front wall, brick veneer would be added, and the back wall would be raised up for the neighborhood name, with faux wood accents. The faux wood is actually made from concrete. That material is being used at a neighborhood on Pecos that is now under construction across from the Temple (Graystone by Ashton Woods.)

The second design features modern materials, the low planter wall would be resurfaced with stone veneer in shades of gray, and the column would be replaced with brown block. Both designs feature ornamental plants and raised lettering welded to a steel plate which is then attached to the wall. The letters cannot be pulled off.

A property owner noted there are currently two signs on each street. Most developments around Gilbert only have one nice entry sign. In prior discussions, there was one sign that was not going to be included as it was on a side road.

The group discussed only doing one sign per main entry to save on costs, which side to place the sign, and what to do with the other side of the entry. There was concern that there would be a big contrast between the new entry signs and the walls. The walls may need to be painted.

The group liked the sign concepts and preferred to do one sign at each entrance and make the other side into a low wall without plants. Pictures were requested of the existing entries and the proposals for both sides.

Andrea Pedersen, Landscape Architect, showed an example where the sign was placed on a portion of the wall parallel to the street rather than at a 45-degree angle. That would allow the sign to be seen from both directions.

It was noted the existing sign on Douglas is on the south side and on Stanford it is on the north side. The preference was to have the signs parallel. An additional sign was suggested at Redrock on the one side.

The Ballot will be structured for the overall proposal on the signs with subcategories and pictures for each side, with updated pricing options to do one at a time or all of the signs at once. Phasing the signs will increase the costs.

- **Research Project 2 – Cost for mosquito fogging in the basins.**
Vote: NO-16 / YES-7.
This project was voted down and will not move forward.
- **Research Project 3 – Cost for Playground with ADA sidewalk at Community Park.**
Vote: NO-16 / YES-7.
This project was voted down and will not move forward.
- **Plants** – All plant inventories and replanting are completed each year in the Spring.

4. Improvements for FY2019-2020

Property owners may make suggestions for ballot items related to possible improvement projects for the neighborhood. Items to be researched will be placed on the Ballot. If approved, the team will research and come back with cost estimates at the following year's Annual Meeting.

- **Research the cost to Repair and Paint Common Area Walls.**

A property owner stated the outside of the walls are the town's responsibility and asked when the town is going to redo those walls. Staff was not aware of that. That has not been the discussion in all of the other PKIDs. The other neighborhoods have voted to do a renovation or painting of the walls and it has been paid for through a project.

A Ballot item for the coming year could be to research the cost to do minor repairs and repainting of the common area walls.

Other property owners remembered paying to paint the walls some years ago. There were some areas that probably could not be repaired. The wall near the church off Guadalupe is falling apart due to water damage from one of the houses. Rick advised that happens a lot when homeowners have grass right up to the walls. We try to talk to the homeowners, but we cannot dictate what they do on their own property.

- **Add an Amenity at the Park.** A half basketball court or a soccer post was suggested. Something for the kids to do.
- **Speed Limit Signs.** There is a lot of speeding in the neighborhood with kids around.

That is not under the jurisdiction of the PKID. It would be an issue for the Public Works/Streets Department. The town would need to do a traffic study to determine if such signs are necessary. The property owner was asked to report that through Gilbert 311 and to also email Joanne the details so she can forward to the appropriate department.

5. Questions/Comments

A property owner provided an Expenditure and Budget Report on Cassia Place printed from the website today showing that it is 3 years behind in reporting actual costs. He requested that be fixed.

Joanne assured him that it will be updated as soon as possible. She acknowledged that it wasn't done and stated it will be fixed moving forward.

Response time to phone calls/emails to staff too long. Staff said they respond as quickly as possible.

The Landscapers are double parking on the street by the stop sign, creating a bottleneck coming in off of Val Vista. They are often parked facing the wrong direction.

Rick stated he has called the police department out when and where the landscapers were parked. They advised that it was fine to park there as long as it is ten feet before the stop sign.

The property owner has been cursed at by the Landscapers. She would like to see more respect from staff on the concerns and would like the landscapers to show some respect for the community.

6. Action Items:

- Staff will update the PKID web page with the budget reports.
- **Ballot Items:**
 - **Renovation of Monument Signs** – Ballot to be structured as a project with one sign at each entrance and the opposite entrance side as a low wall with no plants. Information will be provided for the overall proposal with subcategories and pictures for each side, with pricing options to complete all entrances at once or one at a time in phases.
 - **Research the Cost to Repair and Paint the Common Area Walls**
 - **Research the Cost to Add an Amenity to the Park** – basketball court, soccer post, etc.

The meeting was adjourned at 6:54 pm

Dates to Remember:

Open House, Tuesday, January 22, 2019, 5:30 – 7:00pm

Ballots are due by January 23, 2019

Council will adopt preliminary budgets at a May 2019 Council meeting

Council will adopt levies in accordance with the proposed final budgets at a June 2019 Council meeting

Assessments and any approved improvements will begin after July 1, 2019

PKID STAFF CONTACTS

PKID Maintenance - Rick Acuna, 480-503-6268, Rick.acuna@gilbertaz.gov

PKID Administration - Rocky Brown, 480-503-6330, Rocky.brown@gilbertaz.gov

PKID Administration - Joanne McLaughlin, 480-503-6211, Joanne.mclaughlin@gilbertaz.gov

Website Information - www.gilbertaz.gov/pkid

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